

Draft for Senate
discussion



Faculty Senate

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Faculty Senate – Welcome to New Faculty Senate Standing Committee Chairs and Onboarding Information

Congratulations on your election as Chair of the NMSU Faculty Senate standing committee xxxxxxxx xxxxxxxx. The Senate Leadership are very grateful you have decided to serve in this leadership capacity on behalf of your academic peers at NMSU.

Below you will find information on the benefits and duties of Faculty Senate Standing Committee Chairs.

Benefits:

In recognition of the leadership role and time commitment that the Chairs of the Standing Committees take on, the office of the Provost will provide **ONE** of the following:

- 1) Funding to the Standing Committee Chair's home department to support hiring an adjunct to take over the teaching responsibility for one course that the Chair is normally responsible for during the spring semester. **OR**
- 2) For standing committee chairs who do not wish to receive a teaching release or who have no teaching responsibilities in the spring semester, a \$3,000 stipend will be placed into an index specifically for use by the Standing Committee Chair (not for use by their Department or College.)

The Chair can use the funds at their discretion within the normal rules that apply to spending of instruction and general (I & G) funds. The funds must be spent by the end of the fiscal year (June 30). Specific questions regarding allowable I & G expenditures should be directed to the College Business Manager in the College in which the Standing Committee Chair presides.

It is recommended that the Faculty Senate Standing Committee Chairs allocate 12.5% of their Allocation of Effort (AoE) under service (leadership) on their annual allocation of effort forms. At the time of the committee chair's annual performance evaluation the Faculty Senate Chair and Vice Chair will provide a letter to the department head of each committee chair describing the work they have done.

Duties of Standing Committee Chairs:

- 1) Schedule monthly meetings including sending out Zoom invites and meeting place notice (if meetings will be hybrid.)
- 2) Send out agenda for the meetings at least two days in advance of meeting, chair monthly meetings, take attendance, and ensure that tasks assigned to the standing committee are completed.
- 3) Liaise with NMSU leadership that are directly involved with the focus of your standing committee, including inviting them to attend the monthly meetings. (Administrators usually attend the beginning (first 5-10 minutes) of monthly standing committee meetings to provide updates or to answer questions from the committee.
- 4) Present monthly verbal and written reports regarding standing committee meetings to Faculty Senate. Provide written documentation on propositions or policies for voting at Faculty Senate meetings.
- 5) Entertain requests from the Faculty Senate Chair or Vice Chair to serve on University level committees pertaining to your standing committee (as a designate of the Faculty Senate Chair or Vice Chair.)
- 6) Facilitate obtaining data necessary from various administrators to complete committee activities.
- 7) Attend all Faculty Senate Leadership Committee (FSLC) meetings (normally the last Thursday of each month at 4pm)

Senate Leadership Committee Responsibilities (Taken from the NMSU Faculty Senate Bylaws):

- a. Elect the Vice Chair of the Faculty Senate
- b. Initiate, carry out, or lead Faculty Senate discussions of such topics as it deems appropriate, including the formation of ad hoc or special committees
- c. Review the implementation of any legislation adopted by the Faculty Senate and report on the status of that legislation to the Faculty Senate
- d. Review the balance of the Faculty Senate Operating Budget and activity in that account once each semester
- e. Oversee the scheduling of the time and place of each regular meeting of the Faculty Senate
- f. Review the status of all legislation from the prior year to determine if any should be reintroduced or modified and reintroduced to the Faculty Senate
- g. Facilitate action on Faculty Senate emergency issues during breaks between regular academic semesters
- h. Evaluate and select new propositions for inclusion on the Consent Agenda that are sufficiently routine or non-controversial in nature so as not to warrant discussion or consideration by a committee. The propositions included on the Consent Agenda must be distributed at least 24 hours in advance of the Faculty Senate meeting to allow for review (FS 10/16)
- i. To advise the Chair on the representation of Faculty Senators to university committees (FS 03/21).

- j. To advise the Chair in ensuring that Faculty Senators' experiences and expertise are distributed among the Faculty Senate standing committees (FS 03/21)
- k. To advise the Chair to ensure senate workload is distributed among Faculty Senate standing committees (FS 03/21)

Responsibilities of Senate Standing Committees (Taken from the NMSU Faculty Senate Bylaws):

Meetings (administered in person and virtually) shall be simulcast through appropriate, secure electronic media, ensuring equitable accessibility to all attendees. Senators shall be marked present and will be afforded full rights of participation whether they attend in-person or via electronic media.

The responsibilities of the Senate Standing Committees are to:

- a. Consider propositions referred to them as described in Article IX of the Faculty Senate Constitution
- b. Develop and prepare for Faculty Senate consideration such policies and propositions as may seem beneficial to the University, particularly in areas suggested by the standing committee names
- c. Through hearings and requests for information, draw on the resources of the University and its administrators to obtain data necessary for committee activities
- d. Create and constitute subcommittees consisting of individuals whom it designates, as needed; such subcommittees shall be chaired by a member of the constituting committee

General Information for Onboarding:

The information in this document is being provided to help onboard you in your role as Chair of a Faculty Senate Standing Committee. This document is by no means comprehensive. This is also a living document that will be revised as needed to provide newly elected Standing Committee Chairs with the information required to support them as leaders in Faculty Senate.

The [NMSU Faculty Senate Website](#) has more information that will be pertinent to your role as a Standing Committee Chair, and you are encouraged to familiarize yourself with the information posted there. Faculty Senate Leadership are also available and more than willing to answer any questions you may have. Please do not hesitate to reach out to them. Here are some important informational items from the Faculty Senate Website. Click on the headings to follow the links to the information:

1) **Senate Leadership:**

Chair, Faculty Senate
Gaylene Fasenko, Ph.D.
Professor, Companion Animals
(575) 646-3402
gfasenko@nmsu.edu

Senate Chair office hours: Tuesdays, 11am-12 noon, Hadley Hall Room 20 (Faculty Senate Office) or by appointment

Vice Chair, Faculty Senate
Karen Kopera-Frye, Ph.D. M.P.A.
Professor, Public Health Sciences Department
(575) 646-4693
kfrye@nmsu.edu

2) **Senate Roster**

3) **Faculty Senate Standing Committees and Members**

4) **Upcoming Meetings**

5) **Monthly Meeting Calendars**

6) **Senate Constitution and Bylaws**

Specific Information Needed to Arrange Standing Committee Meetings:

To benefit the members of your standing committee, it is highly recommended that you send out meeting notices to all members for at least the semester, but preferably for the academic year.

Instructions on How to Set up Zoom Calendar Invitations:

- 1) Go into your NMSU Microsoft Outlook email.
- 2) Click on the calendar icon
- 3) Double click on the date you want to set up the meeting for
- 4) Change the meeting time
- 5) Double click on "Add a Zoom Meeting"
- 6) Change the meeting title
- 7) If meetings are hybrid add the physical location of the meeting
- 8) Click on "invite attendees"
- 9) Add all the people to invite under "required attendees"
- 10) Send